

SIKKIM

GOVERNMENT



GAZETTE

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No. 224

**GOVERNMENT OF SIKKIM
HOME DEPARTMENT
GANGTOK**

No. 62/ Home/2009

Date: 04/06/2009

NOTIFICATION

In pursuance of Cabinet decision No.CON/CAB/138/2009/7417 dated 20.05.2009 a Task Force is hereby constituted for all Works Departments and the Departments dealing with stock purchases to verify, update and exercise proper control over Stock materials like Pipes, Cement, Iron Rods, G.I. pipes, GCI sheet, Food stocks , Furniture, Vehicles, Computer & its peripherals, Text Books (Old & New) and their allotment.

2 The Task Force shall comprise of the following members :-

1) Secretary/Head of the Department as Chairman.

2) Members:-

- i) Financial Advisor of the concerned Department.
- ii) Store in charge of the concerned Department.
- iii) Representative of Finance, Revenue & Expdt. Department.
- iv) Representative of DPER&NECA Department.

3) Member Secretary as nominated by the concerned Head of Department.

3 The terms of reference of the Task Force shall be as follows :-

- a. To examine the present procedure for the purchase of stock materials and non stock materials which may include furniture, vehicles, computers etc and explore the possibility of strengthening the same.
- b. To examine the present procedure for the book keeping of stock/non stock materials and explore the possibility of strengthening the same.
- c. To examine the present procedure for the physical verification of stock materials and explore the possibility of strengthening the same.

- d. To examine the present system of posting of **Store In charge** and explore the possibility of posting of **Store In charge** for a fixed term.
- e. Periodical reconciliation of accounts with the Supplier /STCS for payment released against supply order placed and actual materials received.
- f. To examine stock materials lying unused and explore possibility for disposing of the same.
- g. Allotment and entitlement of vehicle to Officers in the Department and its maintenance.
- h. Replacement and dispose of old vehicles.
- i. Purchase of Text Books (Old & New).
- j. Any other matter that members may like to take up.

The Task Force in each department shall submit its report at the earliest.

BY ORDER.

**N.D. CHINGAPA, IAS,
CHIEF SECRETARY,
GOVERNMENT OF SIKKIM.**